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Approved For Release 2005/07/13 : CIA-RDP62-00939A000100040035-9
MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the Operating Division Training Officers' Meeting of
3 February 1956

1. Attendance:



2. Reading Improvement Training: [] OTR, spoke briefly on the course saying its primary purpose is to develop speed and the level of comprehension on the part of the student. Instruction is given through lectures and discussions on, and practice in the best techniques for scanning, extensive (informational) and intensive (technical) reading.

An analysis program, which can be taken prior to the course will enable the student to know in which category he excels so that during the progress of the course he can concentrate on his weaknesses. The analysis lasts a week.

The course itself is one hour a day, for 35 hours, and is extended over a seven week period.

The Chairman recommended increased registration, since the course has not been oversubscribed.

3. OTR Tour 8 February: The Chairman announced that the OTR Tour was scheduled for 8 February from 0930 through 1630, and would begin in Room 1016 R&S Building. He recommended attendance on the part of the Training Officers and their Training Assistants, saying they could glean much of value. Names of those who are to attend should be called in to Office of C/CSTC without delay.

4. Training Requirements: The Chairman stated that the Requirements estimates forms are now in the hands of the Training Officers, and they could begin working on them at their early convenience. The Reports, signed off by Division Chiefs, will be forwarded to C/CSTC by 26 March. No report is to be sent directly to OTR. The Chairman added that appropriate guidance would be issued by the CSTC.

[] Conmo wished to point out that Course #3 listed in Requirements Form 10 on Communications Training is designed for DDI and Staff "D" per Approved For Release 2005/07/13 : CIA-RDP62-00939A000100040035-9

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5. Proposed Foreign Language Development Program: The Chairman talked briefly on the Program saying in its present form it had been approved by the DDS, and would be forwarded to the Career Council on 9 February for their approval. The Program calls for building a reserve of Agency personnel to meet current and future needs, and making it possible for those participating in the Program to receive monetary awards for effort in acquiring or maintaining proficiency in one or more foreign language. The C/CSTC will keep the Training Officers informed as to its progress.

7. D/TR Memorandum of Appreciation for DD/P Speakers: The Chairman spoke briefly on this item saying the D/TR had thanked the DDP for the splendid support members of the offices under his control had given OTR in carrying out its mission. Copies of the memorandum are being forwarded to Training Officers for general distribution.

The WE Training Officer suggested that requests for speakers be centralized, and that those who did participate as speakers in the Training Program should have a record in their personnel files. The Chairman thought that the records idea was good and said he would approach OTR on its possibility. Regarding the centralization of requests for speakers, the Chairman advised that this could be done at the discretion of the TRO concerned.

8. Operations Familiarization Course #2: The Chairman made the statement that there were [] registrants from the DDP. The course capacity [] He asked the Training Officers to investigate the need for the course and find out if it is as great as originally thought. [] interjected a statement about many recommendations having been made but too few registering for the course.

The Chairman requested that the Training Officers interview students upon completion of the course, and that they forward pertinent findings to the CSTC.

The Chairman said he would request revision of those evaluations which did not meet with the approval of the Committee.

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25X1 [] continued, saying that briefings will be scheduled for those requiring familiarization whether it be for an hour or five days. The maximum number of persons for such briefings will be five. The Training Officers are expected to notify [] directly about those who require familiarization briefing.

25X1 11. [] The Chairman said the next course would begin 6 February and run through 17 February. It would be given entirely at Headquarters beginning at 0830 and running through 1500 daily.

25X1 12. [] spoke briefly saying the prospective course is still in a developmental stage. An outline has been completed, but further definition is necessary and suitable doctrine must be formulated. A qualified instructor will also have to be made available to

25X1 13. [] said that there has been no change in the Covert Training Request procedure, but that the mimeographed outline will continue to be used as a guide in preparing memoranda requesting covert training.

25X1 []
Chairman,
Clandestine Services Training Committee

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